

ALL PURPOSE CHECKLIST		Page 1 of 2 Pages			
UNIT COMPLIANCE INSPECTION (UCI) (HQ AFMC/DPCS) MILITARY EQUAL OPPORTUNITY		OPR: Date: 1 Jan 00 DPCS			
NO.	ITEMS	DPCS	YES	NO	N/A
	<p>1. Does the Wing Climate Assessment Committee (WCAC) meet at least twice a year covering the period of October to March and April to September? (AFI 36-2706, Para 3.5.3)</p> <p>2. Are Unit Climate Assessments (UCAs) conducted in units with 50 or more military personnel six months after assumption of command, upon a commander's request, or at least every two years? (AFI 36-2706. Para 3.1.2)</p> <p>3. Are all MINOR and SERIOUS incidents reported to MAJCOM, HQ USAF/DPCH, HQ AFPC/DPSFS within 72 hours of notification? (AFI 36-2706. Para 4.8.1 &amp; Para 4.8.2)</p> <p>4. Are all MAJOR incidents reported to MAJCOM, HQ USAF/DPCH, HQ AFPC/DPSFS within 24 hours of notification? (AFI 36-2706. Para 4.8.3)</p> <p>-----</p> <p>5. Are the procedures for filing formal and informal complaints of unlawful discrimination and sexual harassment published and publicized? How? (AFI 36-2706. Para 4.14.1)</p> <p>6. Does the MEO staff publicize their services and programs through the base newspaper, daily bulletin or other local information media? (AFI 36-2706. Para 2.3)</p> <p>7. Does the MEO staff develop a referral guide identifying on-and-off base MEO resources? (AFI 36-2706. Para 2.4)</p> <p>8. Does the MEO staff utilize personalized Air Force lesson plans that are tailored to Air Force, MAJCOM, and local EO objectives? (AFI 36-2706. Para 2.21.3)</p> <p>9. Does the Chief, MEO approve in writing all MEO lesson plans before implementation? (AFI 36-2706. Para 2.21.3)</p> <p>10. Does the Chief, MEO evaluate in writing every education class of each instructor and <b><u>maintain the evaluations on file</u></b>? (AFI 36-2706. Para 2.21.4)</p> <p>11. Does the Chief, MEO evaluate every education class of <b><u>each instructor annually</u></b>? (AFI 36-2706. Para 2.21.4)</p> <p>12. Are all instructors Department of Defense Equal Opportunity Management Institute (DEOMI) qualified to conduct training? (AFI 36-2706. Para 2.21.2)</p> <p>13. Is sexual harassment awareness and prevention training being administered to base personnel? (IAW Air Force approved First Duty Station Orientation Lesson Plans)</p>				

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NO.	ITEMS	YES	NO	N/A
14.	Are military and civilian leaders personally involved in Human Relations Education and Training. (See DoD letter dated, 20 Oct 98)			
15.	Are the following areas of sexual harassment awareness covered during Human Relations Education and Training? (AFI36-2706, Table 2.2, note 5, 6, & 9) <ul style="list-style-type: none"> <li>a. Understanding accountability and responsibility</li> <li>b. Characteristics and prevention of hostile work environment</li> <li>c. Quid pro quo harassment</li> <li>d. Reprisal prevention</li> <li>e. Relations between leadership and a professional organizational climate</li> </ul>			
16.	Does the MEO staff conduct Key Personnel Briefings to all key personnel within 30 days of arrival or appointment to position? AFI 36-2706. Table 2.2 Rule 9)			
17.	Does the MEO staff conduct First Duty Station Orientation for all military (officers/enlisted) or DoD civilian employees on their permanent duty assignment. (AFI 36-2706. Table 2.2 Rule 6)			
18.	Does the MEO staff conduct Newcomer's Orientation to all second or subsequent duty personnel, military and civilian? (AFI 36-2706. Table 2.2, Rule 7)			